

# ***CITY OF ROSWELL, NM***

EOE

## **Museum Attendant (RFT)**

**Date Open:** April 29, 2016

**Schedule:** 8:00 am – 5:00 pm

**Salary:** \$10.5375

**Job #** 16-038

**Date Close:** May 5, 2016

**Monday - Sunday**

**\$12.9598 – Hourly**

**Full Time  
Museum**

### **Definition and Distinguishing Characteristics**

Work involves the application of sound security principles in protecting the Museum's collection and the visiting public.

Work is performed in accordance with the operating policies of the Museum with the employee expected to exercise good judgement and considerable tact in enforcing the rules in specific circumstances. Work is performed under general direction of the Museum Director and senior security officers and is reviewed primarily through observation. Work involves considerable contact with City employees and the general public.

### **Typical Examples of Work Performed**

Opens the Museum daily, circulates throughout the Museum maintaining constant checks on the activities and well-being of patrons and security of the building and collections.

Maintains constant checks on the environmental conditions within the Museum, corrects deviations where possible and reports more serious deviations to the proper authority for correction.

Monitors activities and conditions in the Museum through remote control television cameras.

Requests visitors to sign the attendant log, checks visitors' briefcases, parcels, etc., and maintains their security until visitor departs, assists visitors and answers routine questions.

Has responsibility for insuring the security of the collections and the building at closing time.

Attends safety and first-aid training programs.

Receives special training in security and handling of artifacts.

May be required to provide security of artifacts when transported to and from the Roswell area.

May drive City vehicles.

Performs related work as required.

### **Knowledges, Skills and Abilities**

Knowledge of modern supervisory principles and practices.

Comprehensive knowledge of the specific security procedures of the Museum, including fire prevention, emergency evacuation and similar procedures set forth in written manuals.

Ability to remain alert and concentrate on assigned tasks.

Ability to establish and maintain friendly and courteous relationships with Museum patrons.

Ability to drive City vehicles safely and efficiently.

Ability to establish and maintain effective working relationships with fellow employees and the general public.

### **Minimum Requirements of Education and Experience**

Graduation from a standard senior or vocational high school or the equivalent.

One year experience in security work, preferably in a Museum or similar setting where art works and/or artifacts are on public display.

### **Necessary Special Qualifications**

Must possess and maintain a valid Class D driver's license issued by the State of New Mexico and be insurable by the City's insurance carrier.

Must possess and maintain current certification in standard first-aid and CPR issued by the American Red Cross or other recognized certifying agency.

### **Necessary Special Requirements**

Must be able to pass a rigid background investigation including work history, criminal records, driving records and other records deemed necessary.

Must pass a post-offer pre-employment drug screen administered by a City-designated facility.

Must pass a post-offer pre-employment limited physical given by a City-designated physician.

**Must submit the "Pre-Employment Release and Waiver" form with the application.**